

Deliverable - Pod Guidelines

We agree as a pod that all conversations, ideas, and opinions are heard and validated. We are committed to providing a welcoming, safe, inclusive and equitable environment for all students, staff, and faculty. We commit to respecting a platform where all have the opportunity to share ideas, solve problems, and learn from people with diverse experiences and backgrounds that inform their unique contributions to the community and the field of Geoscience.

1. Ground Rules

We agree to:

1. Listen actively -- respect others when they are talking.
2. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
3. Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks -- focus on ideas and problems rather than people.
4. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
5. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
6. The goal is not to always agree -- it is to gain a deeper understanding.
7. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
8. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
9. Maintain confidentiality. All stories shared in this space stay in this space unless explicit permission is given by the person sharing the story that it can be shared in another setting.

2. Making decisions as a group

Decisions will be made by group consensus. Session leaders will draft deliverables prior to group meetings and the group will work together on the deliverables. It is the intent of the pod to come to a group consensus on the content, information and outcome of the deliverables.

3. Pod member roles and responsibilities

Pod Leader Responsibility

- The pod leader will submit files to the URGE website (e.g., sign up form, updates to pod membership, and deliverables).
- The pod leader will send weekly updates to the pod group about session updates, deadlines, meetings and other important information related to the pod.

- Pod leader will schedule meetings and organize meetings through zoom
- The pod leader will organize the materials in the Google Drive folder and make sure that all members are progressing on their weekly goals/work.
- Pod leader will schedule meetings with institutional leadership for final URGE meeting by May 6

Pod members

- Members will participate in bi-weekly pod meetings and will read the materials assigned for that week
- Every session will have a pod member who will lead discussions and develop the deliverables
- Every session will have a pod member who will take notes from the discussion through the pod's shared google document so that all members have access to the topics covered that week. This member will take attendance and screenshot the zoom meeting for documentation.
- All of these session tasks will occur on a rotational basis